

County of Door  
Paramedic

Status: Represented (Union)  
Department: Emergency Services  
EEO: 05 Para-pros

Pay Grade: A  
Revision Date: 08/20/2008

### **General Summary**

Administers expert emergency medical care to alleviate human suffering from accidental injury or sudden illness at the scene of an accident or illness and during transportation to a medical facility.

### **Duties and Responsibilities**

#### ***Essential Functions***

1. Administer emergency medical treatment to the injured or ill.
2. Transport treated patients to nearest medical facility.
3. Maintain cleanliness and check general maintenance of emergency vehicles. Insure adequate stock of medical supplies are available.
4. Complete various reports related to provided medical treatment. These reports include run report, paramedic report, charge sheet, Medicare forms, Medicare charge sheets, and release sheets. Assist in the collection of pas due accounts as needed.
5. Drive ambulance safely and operate all emergency related equipment properly. Assist with the maintenance of ambulance garage.
6. Provide public relations programs to schools, civic groups, scouts, fire departments, and community organizations.
7. Report discrepancies and unusual occurrences to superior officer.

#### ***General Job Functions***

1. Serves in a station rotation with other Medics and responds to calls for aid and assistance.
2. Completes patient care reports.
3. Performs maintenance tasks and assignments at the direction of administration.

### **Reporting Relationships**

Reports to the Director of Emergency Services for general direction and projects.

## **REQUIREMENTS**

#### ***Training and Experience***

1. Must be a licensed Paramedic in the State of Wisconsin. Should be an active Emergency Medical Technician (EMT) for one year prior to taking paramedic required training.
2. A minimum of one year or progressive work experiences as a paramedic in an emergency medical treatment environment is desired.
3. Ability to read, comprehend, follow oral and written instructions, and communicate both verbally and in writing, at a level associated with completion of a high school diploma or equivalent training.

### ***Knowledge, Skills, and Abilities Required***

1. Knowledge of emergency pre-hospital medical treatment procedures and practices.
2. Knowledge of geography of Door County including roads, parks, landmarks, and short-cuts.
3. Capable of remaining calm and effective in emergency situations. Able to deal with emotions of others and show compassion.
4. Requires good physical endurance and strength due to required lifting and carrying of some patients. Work many hours without relief in times of multiple requests for medical treatment.
5. Able to operate Paramedic, EMT, and reserve equipment properly. Must possess valid Wisconsin Driver's License and capable of driving ambulance or other county emergency vehicles properly.
6. Capable of analyzing the situation at site of emergency treatment and react properly to sustain someone's life. Must make decisions accurately and rapidly that affect another person's physical well-being.
7. Able to keep confident the information in reports and personal medical data gathered or encountered.
8. Comprehend various complex radio communication systems which involve fire, police, sheriff, medical personnel, DNR, and other life support networks.
9. Ability to deal with people firmly, but with tact and courtesy.
10. Ability to meet department standards of physical condition.

### **Physical & Working Conditions**

1. Subject to all weather conditions.
2. Must be able to lift up to 100 lbs. repeatedly, throughout the workday.
3. Subject to overtime call-in.
4. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

It is the duty of Paramedics to provide emergency medical treatment in all circumstances. Paramedics must be able to; effectively perform in all types of weather and environments; confront people who vary from hostile and violent to those that need immediate medical treatment and have a communicable illness or disease which may have potential to harm self. Occasionally operate an ambulance in heavy traffic or on wet and slippery roads; be present at fires, toxic spills, car accidents involving bodily harm are all duties which may present a hazardous situation. The nature of this position places Paramedics in many dangerous and hazardous situations. Extreme caution and use of proven precautionary methods must be used to avoid injury or harm to self. Working "on-call" may be disruptive to domestic relationships and planning

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

R. W. B. 1/15/09  
Name Department Head Date

Kelly Thierall 1/20/09  
Name Human Resources Director Date